

**NATIONAL OCEAN SERVICE
CHANGES TO DELEGATIONS OF AUTHORITY MEMORANDUM
AND ATTACHMENT DATED JUNE 3, 1998**

AWARDS - QSI's

APPROVAL LEVEL CHANGED: From: Division Chief
To: Program & Staff Office Directors

SEPARATE BLOCK - Separated QSI's from QSI, and Special Act or Service less than \$2500
and QSI, and Special Act or Service less than \$5000

AWARDS - SPECIAL ACT OR SERVICE UP TO \$2500

AREA OF DELEGATION CHANGED: From: QSI, and Special Act or Service less than \$2500
To: Special Act or Service up to \$2500
Change made in accordance with the wording in the new NAO 202-451

APPROVAL LEVEL CHANGED: From: Division Chief
To: Program Office and Staff Office Directors, may be
redelegated one organization level below

AWARDS - SPECIAL ACT OR SERVICE EXCEEDING \$2500 AND UP TO \$5000

AREA OF DELEGATION CHANGED: From: QSI, and Special Act or Service less than \$5000
To: Special Act or Service exceeding \$2500 and up to \$5000
Change made in accordance with the wording in the new NAO 202-451
and provided separate block for QSI

AWARDS - SPECIAL ACT OR SERVICE EXCEEDING \$5000 AND UP TO \$10,000

AREA OF DELEGATION CHANGED: From: QSI, and Special Act or Service less than \$5000
to \$10,000
To: Special Act or Service exceeding \$5000 and up
to \$10,000
Change made in accordance with the wording in the new NAO 202-451
and provided separate block for QSI

APPROVAL LEVEL CHANGED: From: Under Secretary NOAA
To: NOAA Under Secretary Reviewed by NOAA PRB

DUPLICATE REMOVED: Removed the duplicate AWARDS - Special Act or Service less than \$5000 to \$10,000

AWARDS - SPECIAL ACT OR SERVICE IN EXCESS OF \$10,000

AREA OF DELEGATION CHANGED: From: Special Act or Service \$10,000 - \$25,000
To: Special Act or Service in excess of \$10,000

DUPLICATE REMOVED: Removed the duplicate AWARDS - Special Act or Service less than \$5000 to \$10,000

BANKCARD REQUESTS

REFERENCE CHANGED: From: Commerce Acquisition Circular 96-01, Rev. of CAM
Part 13, Chapter 1, 7/1/96
To: The Commerce Acquisition Manual was revised 4/5/2000
and NOS CFO/CAO memo dated 5/4/00.

BUDGET - Commitments to waive elements of cost, including pay increases and cost overruns

APPROVAL LEVEL CHANGED: From: NOAA Comptroller
To: NOAA CFO/CAO

BUDGET- Request for Reuse of Prior Year Deobligation

AREA OF DELEGATION CHANGED: From: Deobligation and Use of Prior Year Obligation
To: Request for Reuse of Prior Year Deobligation

APPROVAL LEVEL CHANGED: From: NOAA Comptroller
To: NOAA CFO/CAO

BUDGET - Initial Target Allowance

APPROVAL LEVEL CHANGED: From: NOS-AA
To: NOS-AA/DAA
CFO/CAO

**BUDGET - Reimbursable Abstract - Authority to enter into agreements for NOAA
\$1,000,000 and/or 10 FTE**

DELEGATION DELETED

REFERENCE CHANGED: From: Budget Handbook 2-03, p. 117 dated 6/30/94
To: Budget Handbook 2-03, p. 15-16, dated 4/1/2000

**BUDGET - Reimbursable Agreements - Authority to enter into agreements for
NOAA - under \$1,000,000 or 10 FTE**

DELEGATION DELETED

REFERENCE CHANGED: From: Budget Handbook 2-03, p. 117 dated 6/30/94
To: Budget Handbook 2-03, p. 15-16, dated 4/1/2000

**BUDGET- Reimbursable Agreements - Authority to enter into agreements for
NOAA - Over \$250,000**

DELEGATION ADDED: Reimbursable Agreements - Authority to enter into agreements for
NOAA - over \$250,000

APPROVAL LEVEL: NOS-AA/DAA
CFO/CAO

REFERENCE/CONTACT: Budget Handbook 2-03, p. 15-16, dated 4/1/2000
Contact: MB Resources Management Division

**BUDGET - Reimbursable Agreements - Authority to enter into agreements for
NOAA - \$250,000 or less**

APPROVAL LEVEL CHANGED: From: Program & Staff Office Directors, Director,
Management and Budget Office
To: Program & Staff Office Directors, NOS CFO/CAO

**BUDGET - Release of Budget Information Intended for Transmission to DOC,
OMB or the
Congress**

APPROVAL LEVEL CHANGED: From: NOAA Comptroller
To: NOAA CFO/CAO

BUDGET - Reprogramming Actions - up to 4 positions -

DELETED - Duplicated on List

BUSINESS CARDS - Using Appropriated Funds

DELEGATION ADDED: BUSINESS CARDS - Using Appropriated Funds

APPROVAL LEVEL: NOS-CFO/CAO or Deputy Director Management and Budget Office
(May not be redelegated)

REFERENCE/CONTACT: NOS Assistant Administrator memo dated 9/28/99. Contact: MB
Resources Management Division

FLEXIPLACE :

DELEGATION DELETED

GRANTS - Unsolicited

DELEGATION DELETED - Combined with Non-competitive (Sole Source) or Unsolicited

GRANTS - Non-Competitive (Sole Source) or Unsolicited

DELEGATION CHANGED: From: Competitive Solicited
To: Non-competitive (Sole Source) or Unsolicited

APPROVAL LEVEL CHANGED: From: Program and Staff Office Directors
To: FY 2000 - Program and Staff Office Directors
FY 2001 - NOS/AA/DAA
CFO/CAO

REFERENCE CHANGED: From: DAO 203-26 dated 5/15/85
To: DAO 203-26 dated 5/15/85; Memorandum from
CFO/CAO dated 5/10/2000.

GRANTS - Competition through the Federal Register Notice

DELEGATION ADDED

APPROVAL LEVEL CHANGED: From: NOS AA
To: NOS AA/DAA
CFO/CAO

REFERENCE: DAO 203-26, dated 5/15/85

CONTACT: Deputy Director, Management and Budget Office

MEMORANDA OF AGREEMENT/UNDERSTANDING (UNFUNDED) - Not affecting delegation of Under Secretary's Authority, Positions, Operations; w/other NOAA/NOS & Interagency

APPROVAL LEVEL CHANGED: From: NOS-AA, Program & Staff Office Directors, Director, Management and Budget Office

To: Program & Staff Office Directors

PROCUREMENT - Up to \$1.0M All Services (including Special Services) Management of Contract Services and Equipment

REFERENCE CHANGED: From: Commerce Acquisition Manual; FAR SubPart 15.6, dated 5/89; DAO 208-10 dated 1/1/95; NAO 208-100 dated 12/11/89; NOS memorandum dated 9/8/95

To: Commerce Acquisition Manual; Federal Acquisition Regulation, DAO 208-10 dated 1/1/95; NOS AA Memorandum dated 9/8/95

PROCUREMENT - \$1.0M - \$5.0M All Services (including Special Services) Management of Contract Services and Equipment

APPROVAL LEVEL CHANGED: From: NOS-AA
To: NOS-AA/DAA
CFO/CAO

REFERENCE CHANGED: From: Commerce Acquisition Manual; FAR SubPart 15.6, dated 5/89; DAO 208-10 dated 1/1/95; NAO 208-100 dated 12/11/89; NOS AA Memorandum dated 9/8/95

To: Commerce Acquisition Manual; Federal Acquisition Regulation, DAO 208-10 dated 1/1/95; NOS AA Memorandum dated 9/8/95

PROCUREMENT - \$5.0M - Up- All Services (including Special Services) Management of Contract Services and Equipment

REFERENCE CHANGED: From: Commerce Acquisition Manual; DAO 208-10 dated 1/11/95; NAO 208-100 dated 12/11/89
To: Commerce Acquisition Manual; Federal Acquisition Regulation, DAO 208-10 dated 1/1/95

PROCUREMENT - Simplified Acquisition Authority up to \$100,000 (Open Market)

REFERENCE CHANGED: From: DAO 208-10 dated 1/1/95
To: Commerce Acquisition Manual; Federal Acquisition Regulation; NOS AA Memorandum dated 9/8/95

PROPERTY MANAGEMENT - Personal Property, Sales, Transfers, Loans

REFERENCE CHANGED: From: Personal Property Handbook dated 5/95
To: Personal Property Handbook dated 3/99

PROPERTY MANAGEMENT - REAL PROPERTY - MAJOR PROPERTY ACQUISITION OR RELOCATION

REFERENCE/CONTACT CHANGED: From: Real Property Management Handbook dated 3/93, DAO 217-1; FPMR 101-17 dated 7/1/92
To: Real Property Management Handbook dated 3/93; FPMR 101-17 dated 7/1/92. Contact: Appropriate ASC

PROPERTY MANAGEMENT - REAL PROPERTY - MOVES WITHIN ASSIGNED SPACE, SPACE MODIFICATIONS, TELEPHONES

APPROVAL LEVEL CHANGED: From: Program and Staff Office Directors, Administrative Services Centers
To: Program and Staff Office Directors

REFERENCE/CONTACT CHANGED: From: Real Property Management Handbook dated 3/93; DAO 217-1; FPMR 101-17 dated 7/1/92
To: Real Property Management Handbook dated 3/93; FPMR 101-17 dated 7/1/92. Contact: Appropriate ASC

PROPERTY MANAGEMENT - NEW BUILDING CONSTRUCTION

AREA OF DELEGATION - NEW

PROPERTY MANAGEMENT - REAL PROPERTY - OTHER PROPERTY ACQUISITION OR RELOCATION

REFERENCE/CONTACT CHANGED: From: Real Property Management Handbook dated 3/93; DAO 217-1; FPMR 101-17 dated 7/1/92
To: Real Property Management Handbook dated 3/93; FPMR 101-17 dated 7/1/92. Contact: Appropriate ASC

REORGANIZATIONS - STAFF OFFICES:

APPROVAL LEVEL CHANGED: From: NOAA Under Secretary
To: NOAA Deputy Under Secretary

SAFETY - ADMINISTER BUILDING SAFETY PROGRAM

APPROVAL LEVEL CHANGED: From: Designated Building Official
To: Area Safety Representative appointed by site manager

REFERENCE/CONTACT CHANGED: From: MB Resources Management Division
To: DOC Occupational Safety and Health Manual dated 11/97; Contact: MB Resources Management Division

SAFETY - ADMINISTER NOS SAFETY PROGRAM

AREA OF DELEGATION CHANGED: From: SAFETY - Administer Organization Safety Program
To: SAFETY - Administer NOS Safety Program

APPROVAL LEVEL CHANGED: From: Chief, MB Resources Management Division
To: Chief Financial Officer/Chief Administrative Officer

REFERENCE/CONTACT CHANGED: From: NAO 209-4
To: Contact: MB Resources Management Division

SECURITY - ADMINISTER BUILDING SECURITY PROGRAM

REFERENCE/CONTACT CHANGED: From: Contact: MB Resources Management Division
To: Contact: MB Resources Management Division
DOC Security Manual

SECURITY - AUTHORITY TO CLASSIFY OR DECLASSIFY SECRET AND CONFIDENTIAL

APPROVAL LEVEL CHANGED: From: DOC, NOAA Under Secretary, Director, Office of National Geodetic Survey
To: DOC Deputy Assistant Secretary for Security

REFERENCE/CONTACT CHANGED: From: DAO 207-2
To: E.O. 12958 - Classified National Security Info.

SECURITY - PROPERTY PASSES

REFERENCE/CONTACT CHANGED: From: Contact: MB Resources Management Division
To: Contact: MB Resources Management Division

TIME AND ATTENDANCE - BEGIN, END, CHANGE ALTERNATIVE WORK SCHEDULES

AREA OF DELEGATION CHANGED: From: TIME AND ATTENDANCE - Begin, End,
Change Variable Work Schedule Program
To: TIME AND ATTENDANCE - Begin, End,
Change Alternative Work Schedules

REFERENCE CHANGED: From: Handbook on Hours of Duty and Leave Administration dated
9/95
To: Handbook on Hours of Duty and Leave Administration dated
9/95, NOS AWS Plan dated 3/99

TIME AND ATTENDANCE - Premium Pay Overtime, Holiday and Sunday Work, Compensatory Time

AREA OF DELEGATION CHANGED: From: TIME AND ATTENDANCE - Overtime,
Holiday and Sunday Work, Compensatory Time
To: TIME AND ATTENDANCE - Premium Pay
Overtime, Holiday and Sunday Work,
Compensatory Time

REFERENCE CHANGED: From: Handbook on Hours of Duty and Leave Administration dated
9/95
To: Premium Pay Manual dated 9/95; Memorandum from
CFO/CAO dated 3/10/00; Contact: Human Resources Servicing
Specialist

TRAVEL - Domestic Travel and Permanent Change of Station (PCS) Travel

AREA OF DELEGATION CHANGED: From: TRAVEL - Domestic
To: TRAVEL - Domestic Travel and Permanent
Change of Station (PCS) Travel

REFERENCE CHANGED: From: NOAA Travel Office maintaining List of officials
authorized to approve domestic and permanent change of
station (PCS) travel
To: MB Resources Management Division maintaining list of
officials authorized to approve domestic and permanent
change of station (PCS) travel (See NOS CFO/CAO Memo
dated 5/14/99)

TRAVEL - Foreign Travel Orders

APPROVAL LEVEL CHANGED: From: NOS AA CD97 must be signed by Dir., External

Affairs

To: NOS AA , DAA (Route through Director, Staff
Office for International Programs) (See
R.J.Dominic Memo to All Travel Contacts of

Aug. 14, 1997, Subj: Travel Advisory 97-1 and
NOS Dir., MB Office Memo of Sep. 9, 1997, Subj:
Foreign Travel Update - CD-97 Waiver)

REFERENCE CHANGED: From: NOAA Travel Handbook 301-1.4b(1), 306.1.2 (1), DOC
Travel Handbook 306-3.2(b)

To: NEW NOAA Handbook 301-2.5 and 306-1.2

NEW INSERT

TRAVEL - Foreign Travel Vouchers for Program Office/Staff Office Directors

APPROVAL LEVEL: Program and Staff Office Deputy Directors

REFERENCE: CFO/CAO MEMO dated 3/10/00 to Program and Staff Office
Directors

NEW INSERT

TRAVEL - Foreign Travel Vouchers

APPROVAL LEVEL: Program and Staff Office Appropriate Approving Officials

REFERENCE: CFO/CAO MEMO dated 3/10/00

TRAVEL - Approval of Trip Authorizations under Blanket Order (NOAA Form 42-5)

REFERENCE CHANGED: From: NOAA Travel Handbook 301-1.4e(2)(h)
To: New NOAA Travel Handbook 301-2-1(h)

TRAVEL - Blanket Travel Orders (Domestic)

APPROVAL LEVEL CHANGED: From: NOS-AA, may be delegated
To: NOS-AA, Deputy AA, Has been redelegated to
specific offices

See Reference NOAA Travel Handbook 301-2.5(r)

REFERENCE CHANGED: From: NOAA Travel Handbook 301-1.4e
To: New NOAA Travel Handbook 301-2.5(r)

TRAVEL - Blanket Travel Orders (Foreign)

APPROVAL LEVEL: From: NOS AA
To: NOS AA, Deputy AA

REFERENCE CHANGED: From: NOAA Travel Handbook 301-1.4e(2) (a), 306-1.2(a)(1),
306-3.2(b)
To: New NOAA Travel Handbook 301-2.1(g), 301-2.5, and
301-2.5(m)

TRAVEL - Premium Class Air Accommodations

AREA OF DELEGATION CHANGED: From: First Class Air Accommodations
To: Premium Class Air Accommodations

REFERENCE CHANGED: From: NOAA Travel Handbook 301-1.3(b)(6)
To: New NOAA Travel Handbook 301-2.5(a) and 301-2.5(a) (i)

TRAVEL - Gifts of Bequest (Under \$25,000) from a non-Federal source for travel expenses

AREA OF DELEGATION CHANGED: From: Gifts of Bequest, Gifts from Foreign Governments
To: Gifts of Bequest (Under \$25,000) from a non-Federal source for travel expenses

APPROVAL LEVEL CHANGED: From: NOS-AA
To: Program and Staff Office Directors (may not be redelegated)

REFERENCE CHANGED: From: DAO 203-9, DAO 202-739
To: CFO/CAO Memo to POs & SOs dated 12/10/99 and
301-2.5(n)(iii)

TRAVEL - Gifts of Bequest (Over \$25,000) from a non-Federal source for travel expenses

AREA OF DELEGATION CHANGED: From: Gifts of Bequest, Gifts from Foreign Governments
To: Gifts of Bequest (Over \$25,000) from a non-Federal source for travel expenses

APPROVAL LEVEL CHANGED: From: NOS AA
To: Secretary of Commerce

REFERENCE CHANGED: From: DAO 203-9, DAO 202-739
To: New NOAA Travel Handbook 301-2.5(n)(i) and
301-2.5(n)(iii)

TRAVEL - Invitational Travel - Domestic

AREA OF DELEGATION CHANGED: From: Travel - Invitational Travel - Private Persons and their Travel Advances

To: Travel - Invitational Travel - Domestic

APPROVAL LEVEL CHANGED: From: NOS-AA, will be redelegated

To: Program and Staff Offices and other designees cited in referenced memo

REFERENCE CHANGED: From: NOAA Travel Handbook 301-1.4b(5)

To: Memorandum from CFO/CAO to PO & SO Directors dated 10/1/99

TRAVEL - Travel Vouchers for Costs not included on Order

APPROVAL LEVEL CHANGED: From: NOS-AA, Program & Staff Office Directors
Director, Management and Budget Office

To: NOS-AA, Program & Staff Office Directors

REFERENCE CHANGED: From: NOAA Travel Handbook 301-1.4c, 301-1.4d

To: New NOAA Travel Handbook 301-2.1e

TRAVEL - Actual Expense Travel

AREA OF DELEGATION CHANGED: From: Travel - Actual Expense Travel to High-Rate Areas

To: Travel - Actual Expense Travel

APPROVAL LEVEL CHANGED: From: NOS-AA

To: NOS-AA, Deputy AA

REFERENCE CHANGED: From: NOAA Travel Handbook 301-1.4b(3)

To: New NOAA Travel Handbook 301-2.5 and 301-2.5(j)
